



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**FORMAL COMMUNICATION**

**TO:** Indiana's Workforce Investment System  
**FROM:** ~~Amy L. Smith-Rubeck, MA, LMHC~~  
~~Director of Policy~~  
**DATE:** August 6, 2008

**Technical Assistance Bulletin  
TAB 2008-03**

**Indiana's ATA Airlines National Emergency Grant Program WorkOne Procedures**

***Background***

On April 4, 2008, ATA Airlines announced its intent to cease operations and close all of its facilities in Indiana and throughout the country. ATA Airlines filed a WARN notice with the Indiana Department of Workforce Development that indicated 585 individuals would be dislocated as a result of the closure. In response to these events, the Indiana Department of Workforce Development (DWD) submitted a National Emergency Grant (NEG) request to the United States Department of Labor (USDOL). On June 24, 2008, the Department was notified by the USDOL that its NEG application had been approved, and it should commence with offering services under the ATA NEG.

***Purpose***

To provide guidance for local WorkOne offices that provide services to workers dislocated as a result of the ATA closure

***Content***

The purpose of the ATA NEG is to provide an Associate's Degree, credential attainment and supportive services to workers dislocated as a result of the ATA closure. The grant was written with the intent to provide up to \$6,000 per eligible individual for training through an Individual Training Account (ITA). Additional funds for each ATA ITA recipient are available for the provision of supportive services.

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An Economic Development Partner

Regular Dislocated Worker Formula Allocation funds shall be leveraged by local areas to provide core, staff assisted core, and intensive services to ATA workers. ATA NEG funds are dedicated to the provision of ITAs and supportive services for ATA workers who are eligible to receive an ITA.

The Department has analyzed the ATA worker pool and discovered that the majority of these workers reside in either Marion County or Economic Growth Region 5. In order to provide expeditious service to these workers, the Department has suggested that customers might consider accessing services through the College Park WorkOne. However, it is important to note that ATA workers may receive workforce investment system services, including NEG funded services, from whichever WorkOne location they desire.

#### *Processing Potentially Eligible Participants within the Integrated WorkOne System*

The Department has sent a packet of information to each potentially eligible individual as identified on a list provided by ATA Airlines. This packet encourages former ATA employees to contact their local WorkOne office or the College Park WorkOne office to discuss services available to them.

WorkOne staff shall enter each potentially eligible individual into TrackOne through the collection of the 10 demographic elements and completion of the TrackOne application screens. The TrackOne system will automatically determine eligibility for Dislocated Worker services following the completion of the application screens. Once an ATA worker is determined eligible by TrackOne, services may be provided under all applicable funding streams, including the ATA NEG.

NOTE: ATA workers will, in most cases, be eligible for services under the Wagner-Peyser, WIA Adult, WIA Dislocated Worker and ATA NEG funding streams.

#### *Determining Eligibility for ATA NEG Program Participants*

The list provided by ATA Airlines, referenced above and used as the basis for the Department's mailing, contained individuals in excess of the 585 individuals on the April 4, 2008 WARN notice. The employer list did not differentiate those individuals covered under the April 4, 2008 WARN from the remainder. Therefore, it is imperative that WorkOne staff ascertain the date of dislocation PRIOR to offering or providing NEG funded services. **NEG funded services provided to individuals dislocated prior to April 4, 2008 shall be considered disallowed costs.** Individuals are eligible to participate in the ATA NEG program if they were dislocated from ATA Airlines on or after April 4, 2008 and meet all regular WIA criteria for the provision of ITA and supportive services.

Those ATA employees dislocated prior to April 4, 2008 shall be provided services as a regular dislocated worker funded by the local area's regular Dislocated Worker Formula Allocation.

#### *Documenting ATA NEG Program Delivery*

Service delivery for ATA Airlines NEG Program participants will be documented in a manner consistent with WIA regulations as they pertain to Dislocated Workers.

- Staff members will be required to indicate in the *Reason for Dislocation* section of the TrackOne application that the individual is dislocated as a result of the closure of ATA.
- Staff will enter services in TrackOne and utilize funding streams, as appropriate including Dislocated Worker and ATA NEG funding streams, to record services. The funding stream for ATA NEG funded services is **ATA NEG IN-07**.

**NOTE:**      **Local areas utilizing the ATA NEG IN-07 funding stream must request authorization from the Indiana Department of Workforce Development or they will be subject to disallowed costs.**

After a participant has received the first staff-assisted service, he/she is to be enrolled in all applicable programs per established co-enrollment requirements and shall begin receiving intensive services, including supportive services.

If a participant will receive supportive services:

- Participants may receive supportive services funded by either the regular WIA Dislocated Worker Formula Allocation or the ATA NEG depending upon whether or not the participant is eligible for and receives an ATA NEG funded ITA.
  - Participants must receive an ATA NEG funded ITA in order to be eligible to receive ATA NEG funded supportive services.
  - Participants may receive regular Formula Funded supportive services without receipt of an ATA NEG funded ITA.
- Staff will enter the ATA NEG funded supportive service, titled **ATA NEG Supportive Service**, into TrackOne. The funding stream for this service is **ATA NEG IN-07**.
  - Participants in the ATA NEG Program are eligible for the same supportive services allowed under the WIA Dislocated Worker program.
- Staff will enter the WIA Formula Allocation funded supportive service as per usual into TrackOne. The funding stream for this service shall be selected by the case manager based upon the participant's formula funded program eligibility.

#### *Determining Eligibility for ATA NEG Funded Individual Training Accounts*

Determination of eligibility for ATA NEG funded ITAs shall be consistent with WIA regulations as they apply to Dislocated Workers.

Training programs shall be designed to assist ATA workers in obtaining an Associate's Degree or credentials in high demand occupations as defined by the Region's/WIB's most recent labor market information. ATA workers shall be provided career counseling and education on occupational trends and projected future labor shortage occupations in their immediate area or throughout the state of Indiana.

Access to ITAs and occupational skills training shall be made available to ATA workers whenever possible. Local areas are encouraged to be flexible and supportive of these workers' requests for training given the specialized funding available to support training programs for ATA workers.

*Individual Training Account Administration*

Administration of ITAs shall be consistent with WIA regulations as they apply to Dislocated Workers.

The ATA NEG grant allows for a maximum of \$6,000 per eligible ATA worker. Local areas must waive any local ITA cap for ATA workers to ensure that each ATA Individual Training Account recipient has access to the full \$6,000 as necessary to complete the training plan.

***Action***

WorkOne staff should follow this guidance when serving potential participants in ATA Airlines National Emergency Grant Program.

Questions regarding this TAB should be directed to:

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***Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>.***